

**City of Belmont  
PARKS & RECREATION COMMISSION  
MINUTES OF REGULAR MEETING OF APRIL 5, 2017  
One Twin Pines Lane, City Council Chambers**

**CALLED TO ORDER AT 7:00 PM**

**COMMISSIONERS PRESENT:** Foehr, Bortoli, Cotten, Michaels, Mittelstadt; Fox, and Raddavero. Youth Commissioner Fine arrived shortly after roll call.

**COMMISSIONERS ABSENT:** Block

**STAFF PRESENT:** Parks and Recreation Director Gervais and Administrative Assistant Saggau

**COMMUNITY FORUM**

Emily Ingrao spoke about Tai Chi instructor Elliote Mao and her contract not being renewed.

**ANNOUNCEMENTS/AGENDA AMENDMENTS**

Commissioner Bortoli reported on senior programs.

Commissioner Michaels reported on the CPRS (California Parks & Recreation Society) conference he attended.

Commissioner Mittelstadt noted open hours of the Belmont History Room.

Commissioner Foehr noted the YAC (Youth Advisory Committee) represented themselves at a City Council meeting.

Parks and Recreation Director announced the following:

- Egg Adventure Hunt
- Opening of the Homework Center at Barrett Community Center
- Re-Opening of Alexander Park

**CONSENT CALENDAR**

**March 1, 2017 Minutes**

Commissioner Cotten requested a spelling correction.

**ACTION: On a motion by Commissioner Bortoli, seconded by Commissioner Michaels the minutes were approved. Vote 6 Commissioners and 2 Youth Commissioner in favor.**  
(Commissioner Block absent)

## **ITEMS OF BUSINESS**

### **Commission Reorganization including Selection of Chairperson and Vice Chairperson**

Parks & Recreation Director Gervais explained the process of selection of a Chair and Vice Chair for the Commission. He noted staff checked with the City Attorney whether Youth Commissioner votes should count in this election process and were told it could be allowed but up to the Commission to decide. The Commission agreed to include the Youth Commissioner votes.

*Commissioner Mittelstadt nominated Commissioner Foehr for Chairperson; seconded by Commissioner Bortoli . There were no other nominations.*

**Vote: Unanimous vote of 6 Commissioners and 2 Youth Commissioners in favor of Commissioner Foehr as Chairperson.** (Commissioner Block absent)

*Commissioner Fox nominated Commissioner Mittelstadt for Vice Chair; seconded by Commissioner Bortoli.*

*Commissioner Michaels nominated himself for Vice Chair, seconded by Chair Foehr.*

**Vote: 4 Commissioners and 2 Youth Commissioners in favor of Commissioner Mittelstadt for Vice Chair.** (Commissioners Michaels and Cotten opposed, Commissioner Block absent)

Parks and Recreation Director Gervais noted the Commission would do their liaison and park assignments at their next meeting.

### **Veterans Memorial in Twin Pines Park**

Parks and Recreation Director Gervais reviewed the proposed memorial bench design and location in Twin Pines Park and introduced the Committee members: Landscape Architect Ann Hoffman, Councilmember Reed, City Clerk Cook, former Parks & Recreation Commissioner Judy King and Parks & Recreation Commissioner Bortoli.

Commissioner Bortoli explained how the S-shaped bench would provide a way to face the creek or face the park and the process to get the military emblems.

Councilmember Reed explained how his experience at a Vietnam memorial inspired him to look into installing a memorial bench to honor those that served their country.

Landscape Architect Ann Hoffman reviewed how the bench design idea was formed and noted inspirational words would be etched into the bench.

The Committee responded to questions from the Commission.

Commissioners provided their input and suggestions were collected: (This is an all-inclusive list; no recommendation was made)

- Location proposed in Twin Pines is Pokémon stop
- Consider adding some artistic features
- Consider fencing along creek bank
- Timing should be flexible due to Twin Pines Park Master Plan
- Not delay for Master Plan
- Discuss with those hired to work on the Twin Pines Master Plan
- If possible, get service emblems prior to designing bench
- Inscription should face trail
- Concrete color and texture important
- Prune trees prior to building
- Include sufficient funding for design
- Prepare site plan that shows surrounding landscape
- Prefer oval shaped pad
- Include deterrent to discourage skateboarders on bench
- Bring to the YAC to review
- Request that part of memorial have a spot for notes or flowers

### **Preparation of the Fiscal Year 2018 Parks and Recreation Department Budget**

Parks and Recreation Director Gervais gave a presentation on the Parks & Recreation Department budget. He reviewed staffing and the programs in the Parks and Recreation divisions and funding sources.

Parks & Recreation Director Gervais noted proposals for FY18:

- Master Plan for Twin Pines Park
- Design, Environmental Compliance and Permitting for Synthetic Turf Project at Sports Complex
- Request for Youth and Teen Staffing
- Continue Improvements at Barrett
- Continue to bring facility rental program online
- Turf and Irrigation Plan for McDougal Field
- Flooring project at City Hall, Library, Cottage and select rooms at Barrett

Parks & Recreation Director Gervais reviewed the Department's challenges and opportunities.

Commissioners provided comments and suggestions:

- Complete a Needs and Use Assessment
- Provide more breakdown on revenue
- Separate out Community Learning Center revenue
- Cost recovery may be too high
- Support expressed for advocating for the Pump Track
- Consider synthetic turf for McDougal Field
- Increase Tree Maintenance budget

In response to a suggestion to include Barrett Community Center Master Plan in the budget Parks & Recreation Director Gervais explained that the City Manager is meeting with the School District Superintendent about Barrett Community Center and a design firm has been hired to do a Space Fit Analysis.

## **OTHER BUSINESS / UPDATES**

### **Department Reports**

Parks and Recreation Director Gervais reported on the following:

- YAC presentation to the City Council
  - City Council wants YAC to interact with them twice a year
  - Two Council members will be appointed to serve as liaisons to the YAC
  - City Council wants to be able to appoint youths that applied but were not selected for the Parks & Recreation Commission to the YAC
- Pump track concept was presented at the Hidden Valley neighborhood meeting. The residents expressed support for the idea of a pump track in Belmont, but had concerns about locating it in their neighborhood
- Davey Glen Park project progress
- Online picnic reservations
- Retirement of Parks Maintenance Worker Pat Cornell
- Accessibility Plan started
- Community Day with Novartis volunteers
- Homeless encampment removed from Twin Pines Park

### **Questions and Comments**

Commissioner Michaels questioned if the Commission should say the pledge of allegiance at their meetings. The Commission supported the idea and will add it to the agenda.

### **Future Agenda Items**

Liaison and Park Assignments  
Dogs at Barrett Community Center  
Sports Complex Synthetic Turf Project  
Ralston Ropes Course  
Davey Glen Update  
Solar Projects  
Bicycle Pump Track  
Commission Priorities

### **Council and Commission Top Priorities**

- Athletic Field Improvements
- Barrett Community Center Master Plan

### **Council Other Priorities that include Parks and Recreation**

- Veterans Memorial
- Twin Pines Park Master Plan
- Tree Ordinance Update
- Resolve the Dog Issue at Barrett
- ADA Transition Plan
- Citywide Volunteer Program

#### Commission Other Priorities

- Parks, Recreation, and Open Space Master Plan
- Dogs in Parks Policy
- Department Resources and Budget
- Open Space Maintenance and Management

#### **ADJOURNMENT**

The meeting was adjourned at 9:40 p.m.

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Jonathan Gervais  
Parks and Recreation Director